

# **State of Michigan Administrative Guidance for Local Emergency Management**

**FY 2002  
FEMA Supplemental Grant  
for Terrorism Preparedness**



**Emergency Management Division  
Michigan Department of State Police  
February 2003**

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## **Director's Message**

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Lessons learned from the September 11 terrorist attacks at the World Trade Center and Pentagon show that state and local governments need to ensure terrorism response efforts are fully integrated and that consequence management activities are implemented in a cohesive and uniform manner.

The 2002 Supplemental Appropriations Act For Further Recovery From and Response To Terrorist Attacks on the United States was passed by the Congress and signed by the President on August 2, 2002 (Public Law 107- 206). In part, this Act authorizes federal funding for the updating of Emergency Operation Plans (EOPs) and the implementation of the Citizen Corps/Community Emergency Response Teams (CERT) programs. It also provided each state with \$50,000 to assess the state's Emergency Operations Center (EOC).

The Michigan Department of State Police Emergency Management Division (EMD), will serve as the administrating agency for providing grants to local government to update EOPs, with special emphasis on terrorism preparedness. Additionally, the Michigan Community Services Commission of the Department of Career Development will provide grants for the implementation of Citizen Corps/CERT programs to engage citizens in homeland security.

The purpose of this guide is to assist local government in obtaining grant funding to update their EOPs for any emergency or disaster including a possible terrorist attack. Through a comprehensive emergency planning effort involving all local jurisdictions and emergency disciplines, state and local governments can help ensure that citizens, emergency responders, essential government services, and private property are protected from the consequences disaster, including a terrorist attack. I encourage local emergency management programs to take advantage of this opportunity to identify priorities for emergency planning.

Captain John Ort

A handwritten signature in dark ink, appearing to read "John Ort", is positioned above the printed name and titles.

Deputy State Director of Emergency Management  
Deputy State Director of Homeland Security





## Introduction

Every state and local jurisdiction faces the difficult challenge of ensuring that citizens, emergency responders, essential government services, and private property are protected from the consequences of a terrorist attack. The State of Michigan received \$4,099,757 from the Federal Emergency Management Agency (FEMA) in a FY 2002 supplemental appropriation for the state and local governments.

The table below identifies the program areas and Michigan's federal allocation.

<b>Program Area</b>	<b>Total Federal Allocation</b>	<b>Total State Allocation</b>	<b>Total Local Allocation</b>
Emergency Operations Plans and Procedures	\$3,456,711	\$864,178 (25%)	\$2,592,533 (75%)
Emergency Operations Centers	\$50,000	\$50,000	-
Citizen Corps/CERT*	\$593,046	\$148,261 (25%)	\$444,785 (75%)
*Citizens Corps/CERT will be administered through the Michigan Department of Career Development, Michigan Community Service Commission (MCSC).			

## Emergency Planning

The funds for planning grants will be allocated among the states on the basis of population and will require no cost sharing. Each state grantee of these planning funds will be required to pass-through at least 75 percent of the amount received to local governments. The funding will be used to modify and enhance state Emergency Operations Plans (EOPs), as needed, so that they address all hazards, to include terrorism using WMD or conventional means.

## Citizen Corps Councils and Community Emergency Response Teams (CERT) Training

Grants under the Citizen Corps initiative will be available to establish Citizen Corps Councils, to support the oversight and outreach responsibilities of the councils and to expand CERT training essential for developing the Citizen Corps initiative. Each grantee of Citizen Corps funds will be required to sub-grant at least 75 percent of those funds to local governments with no cost share.

### **State and Local Emergency Operations Center (EOC)**

The funding for EOCs will be awarded in two phases. Michigan will be allocated a \$50,000 Phase 1 grant, which is targeted for an initial assessment of the hazards, vulnerabilities and resultant risk to the existing SEOC and to conduct initial assessments of local EOCs. Phase 2 EOC grants will use the remaining funds to address the most immediate EOC deficiencies nationwide. The Phase 2 EOC grants will require a 50 percent non-federal cost share. Phase 2 applications are due May 17, 2003.

The FY 2002 supplemental funding provides the largest share of funding assistance to state and local governments in updating their Emergency Operations Plan for all hazards with special emphasis on Weapons of Mass Destruction (WMD) terrorism preparedness.

### **State Emergency Management Emphasis**

Supplemental 2002 grant funding will be made available to emergency management programs to modify and enhance their EOPs to address all-hazards including terrorism. The following are the state's priorities for local government activities:

1. Updating of EOPs with an emphasis on terrorism response, recovery, and coordination plans, including development of procedures, checklists, and related tools. This will be the main program work priority. Subsequent activities include:
2. Facilitate communication and interoperability protocols, including the development of a communications plan so that networks and communications lines are established prior to an event, thereby minimizing the interoperability problem.
3. Critical Infrastructure Protection Planning
4. Coordination and interdisciplinary planning for participation in an intrastate emergency management assistance compact.

The local emergency management program and its jurisdictions should actively involve and maintain extensive coordination between and among the various disciplines and groups that are part of the emergency management system. These include local, state, and federal agencies; the fire services, law enforcement; emergency medical; emergency services; public works; hazardous materials agencies; food and agriculture; Tribal Nations; volunteer organizations; community-based organizations; and private businesses. The focus is on coordinated planning efforts to enhance the state's ability to respond to and recover from emergencies, including terrorist attacks.

## **Grant Overview**

### **Planning**

Of the \$3,456,711 in planning grant funds Michigan (grantee) received from FEMA (grantor), the state will distribute \$2,592,5336 (75 percent) to the 113 identified emergency management (EM) programs (sub-grantee). The programs include those that are currently not funded under the annual performance grant. The local funds are allocated on a base of \$15,111.13, with the remainder allocated based upon population. The funding allocations can be found in Appendix C.

The Emergency Management Division will hold \$864,178 (25 percent) for state level emergency operations planning activities.

### **Citizens Corps/CERT Training**

The FY 2002 supplemental funds provided to the Federal Emergency Management Agency (FEMA) for Citizen Corps will be used to support the formation of Citizen Corps Councils and the oversight and outreach responsibilities of these Councils, and to expand CERT training across the country. CERT training puts in place a volunteer response force that can supplement the emergency and disaster response capabilities within a community. FEMA's goal is to have 400,000 community members trained in the CERT program over the next two years.

Citizens Corps/CERT will be administered through the Michigan Department of Career Development, Michigan Community Service Commission (MCSC).<sup>\*</sup> The state received a total allocation of \$593, 046. Of this amount, \$444,785 (75%0 will be passed through to local government.

Goals of the MCSC for the Citizens Corp/CERT programs are:

- Creation of at least 8 local Michigan Citizen Corps Councils in key geographic regions in the state.
- Screening of pre-existing FEMA registered local Citizen Corps Councils to determine if they meet state established criteria to become a Michigan Citizen Corps Council.
- Implementation of a CERT training system that will provide training at the local level for eight Michigan Citizen Corps Councils and build an academy of CERT trainers.

### **Eligible Jurisdictions**

Local emergency management (EM) programs are eligible to apply to the state as sub-grantees. Local EM programs should coordinate with all first response agencies included in their jurisdiction and Tribal Nations, if applicable.

**Sub-Grantee Application Period**

Sub-grantees are required to submit a grant application by April 15, 2003. EMD will review and announce grant approvals by May 9, 2003.

**Performance Period**

The performance period for sub-grantees starts on the date of the sub-grant award. The final date of the performance period will be December 12, 2003 for the state and all sub-grantees.

**Requests for Performance Period Extension**

All sub-grantee requests for an extension of the performance period must be received by the Emergency Management Division **no later than September 5, 2003**. Extensions are approved by FEMA, not EMD.

**Match Requirements**

There is no cost-share or match requirement associated with this funding. It is 100 percent federal funding.

**Eligible Activities**

The primary eligible activities should ensure that all EOPs are updated to address all hazards with an emphasis on WMD/Terrorism preparedness. EMD encourages the local EM programs to coordinate with all cities and first responder agencies within their jurisdiction for the development and enhancement of their comprehensive, multi-hazard EOP. In order to achieve this goal, potential eligible activities include the development and enhancement of the following:

- Development/Update of the EOP
- Development/Update of supporting documents to the EOP, such as mutual aid agreement(s), Continuity of Operations planning, Continuity of Government planning, Standard Operating Procedures, etc.
- Attending training/workshops on EOP or related issues that assist in updating the EOP
- Facilitate communication and interoperability protocols, including the development of a communications plan so that networks and communications lines are established prior to an event, thereby minimizing the interoperability problem
- Establish a common incident command system
- Identification and plans to protect critical infrastructure
- State and local hazard and risk assessments to determine emergency management planning priorities
- Coordination of citizen and family preparedness plans and programs, including Citizen Corps, donations programs and other volunteer initiatives to ensure an effective response to an all hazard events
- Hiring personnel/contractor to develop the above.

### **Authorized Administrative Expenditures**

Funds can be used for grant administrative purposes. Administrative costs are limited to 5 percent of the sub-grant award. Eligible administrative activities include:

- Grant management activities incurred after receiving sub-grant approval, such as:
  - Preparation of grant reports
  - Grant record keeping and file maintenance
- Grant related indirect costs supported by a current Indirect Cost Rate approved by a federal cognizant agency.

### **Unauthorized Expenditures**

A complete description of unallowable costs can be found in Office of Management and Budget Circular A-87 (<http://www.whitehouse.gov/OMB/grants/#circulars>). In addition, the following activities are not allowable:

- Operational training of first responders (i.e. operating in a contaminated environment, etc.).
- Exercises of any kind or size.
- Costs incurred outside the grant performance period.

### **Deliverables**

At the conclusion of the grant, the deliverables will be the identified product(s) in the sub-grant agreement such as:

- An updated EOP with emphasis on WMD/Terrorism
- Supporting document(s) to the EOP
- COOP/COG SOP or Annex
- Hazard/Risk Assessment
- Mutual Aid Agreement(s)

### **Local Emergency Management (Sub-grantee) Responsibilities**

The following are the sub-grantee responsibilities:

1. Submit an application package that represents all planning activities within the jurisdictional area to the respective EMD District Coordinator.
2. Work closely with the EMD District Coordinator to ensure timely submittal of the application package.
3. Comply with all grant assurances and certifications.
4. Prepare quarterly progress reports for the duration of the grant period and submit to the EMD District Coordinator.
5. Maintain financial management systems that support grant activities in accordance with Title 44 Code of Federal Regulations (CFR) Part 13.
6. If changes to the scope of work or budget are required after the initial grant approval, submit revision requests to the EMD District Coordinator *prior* to initiating planning activities.
7. When all grant activities are completed, the sub-grantee will notify the EMD District Coordinator in writing within 30 days and request grant closeout.
8. Submit Final Grant Report and any reimbursements.

9. Provide the Emergency Management Division with one (1) copy of the final work products and all supporting documentation as part of the final closeout of the grant agreement.
10. Maintain property, programmatic and financial records in accordance with the grant record retention requirements.
11. Ensure that grant recipients comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133.

**Notification of Waiver**

If a program chooses not to apply for funding under the conditions of the grant, the program will be asked to provide a Notification of Waiver by April 15, 2003. EMD District Coordinators will be provided a list of programs in their respective districts that have applied for a grant or have submitted a Notification of Waiver. If a program has not submitted either an application or Notification of Waiver, EMD will send correspondence to the program notifying them of the closure of the application period and that program will not be eligible to apply.

## **APPENDIX A: Laws and Regulations**

Local EM programs should be aware of the following laws, regulations and guidance documents that apply to this grant:

- The 2002 Supplemental Appropriations Act for further recovery from, and response to, Terrorist Attacks on the United States, Public Law 107-206  
([http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?IPaddress=162.140.64.88&filename=publ206.107&directory=/diskb/wais/data/107\\_cong\\_public\\_laws](http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?IPaddress=162.140.64.88&filename=publ206.107&directory=/diskb/wais/data/107_cong_public_laws))
- OMB Circulars A-87, A-102, A-133  
([www.whitehouse.gov/OMB/grants/index.html](http://www.whitehouse.gov/OMB/grants/index.html))
- Title 44, Code of Federal Regulations  
(<http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200244>)





## **APPENDIX B: Additional Guidance and Information**

The following additional documents can also provide guidance and information applicable to this grant:

Introduction to state and local EOP Planning Guidance

<http://www.fema.gov/onp/intrastate.shtm>

Managing the Emergency Consequences of Terrorists Incidents

<http://www.fema.gov/onp/managing.shtm>

Tool Kit for Managing the Emergency Consequences of Terrorists Incidents

<http://www.fema.gov/onp/toolkit.shtm>

State and Local Mitigation Planning How-To Guides

<http://www.fema.gov/fema/planresource.shtm>

Integrating human caused hazards into mitigation planning

(Web Site: <http://www.fema.gov/fima/planresource.shtm>)

PDD-67 Ensuring constitutional government in continuity of government operations

(Web site: <http://www.fas.org/irp/offdocs/pdd/pdd-67.htm>)

FEMA's Office of National Preparedness FY 02 Supplemental

Guidance for: <http://www.fema.gov/regions/viii/suppgrants.shtm>

- State and Local Planning Guidance
- Citizen Corps
- Emergency Operations Centers



## **APPENDIX C: Local Funding Allocation**\*(Subject to Revision)

<b>Total Allocation</b>		<b>\$ 2,276,744</b>	
		\$1,707,558.00	\$ 569,186.00
		75%	25%
		(\$/113 each)	(% of pop)
<b>Program Name</b>	<b>Baseline Distribution</b>	<b>Population Distribution</b>	<b>Total Amount</b>
Oakland County	\$ 15,111.13	\$ 55,635.19	\$ 70,746.32
Detroit city, Wayne County	\$ 15,111.13	\$ 54,480.32	\$ 69,591.45
Wayne County	\$ 15,111.13	\$ 32,124.53	\$ 47,235.66
Genesee County	\$ 15,111.13	\$ 24,978.29	\$ 40,089.42
Macomb County	\$ 15,111.13	\$ 22,337.18	\$ 37,448.31
Kent County	\$ 15,111.13	\$ 18,972.78	\$ 34,083.92
Kalamazoo County	\$ 15,111.13	\$ 13,665.07	\$ 28,776.20
Ottawa County	\$ 15,111.13	\$ 13,648.51	\$ 28,759.65
Saginaw County	\$ 15,111.13	\$ 12,029.17	\$ 27,140.31
Washtenaw County	\$ 15,111.13	\$ 11,962.28	\$ 27,073.41
Grand Rapids city, Kent County	\$ 15,111.13	\$ 11,328.23	\$ 26,439.36
Muskegon County	\$ 15,111.13	\$ 9,747.55	\$ 24,858.68
Berrien County	\$ 15,111.13	\$ 9,303.87	\$ 24,415.00
Jackson County	\$ 15,111.13	\$ 9,073.01	\$ 24,184.14
Livingston County	\$ 15,111.13	\$ 8,988.76	\$ 24,099.90
Monroe County	\$ 15,111.13	\$ 8,358.44	\$ 23,469.57
Warren city, Macomb County	\$ 15,111.13	\$ 7,917.56	\$ 23,028.70
St. Clair County	\$ 15,111.13	\$ 7,553.89	\$ 22,665.02
Sterling Heights city, Macomb County	\$ 15,111.13	\$ 7,128.60	\$ 22,239.73
Ingham County	\$ 15,111.13	\$ 6,934.16	\$ 22,045.29
Lansing city, Ingham County	\$ 15,111.13	\$ 6,822.60	\$ 21,933.73
Ann Arbor city, Washtenaw County	\$ 15,111.13	\$ 6,530.28	\$ 21,641.42
Bay County	\$ 15,111.13	\$ 6,308.82	\$ 21,419.95
Allegan County	\$ 15,111.13	\$ 6,051.55	\$ 21,162.69
Livonia city, Wayne County	\$ 15,111.13	\$ 5,758.33	\$ 20,869.46
Lenawee County	\$ 15,111.13	\$ 5,663.54	\$ 20,774.68
Dearborn city, Wayne County	\$ 15,111.13	\$ 5,599.69	\$ 20,710.82
Clinton township, Macomb County	\$ 15,111.13	\$ 5,477.87	\$ 20,589.00
Lapeer County	\$ 15,111.13	\$ 5,034.36	\$ 20,145.49
Calhoun County	\$ 15,111.13	\$ 4,846.34	\$ 19,957.47
Midland County	\$ 15,111.13	\$ 4,746.29	\$ 19,857.42
Farmington Hills city, Oakland County	\$ 15,111.13	\$ 4,702.59	\$ 19,813.72
Southfield city, Oakland County	\$ 15,111.13	\$ 4,484.10	\$ 19,595.23

Grand Traverse County	\$ 15,111.13	\$ 4,447.33	\$ 19,558.47
Canton township, Wayne County	\$ 15,111.13	\$ 4,373.57	\$ 19,484.70
Van Buren County	\$ 15,111.13	\$ 4,367.67	\$ 19,478.80
Eaton County	\$ 15,111.13	\$ 4,236.52	\$ 19,347.65
Clinton County	\$ 15,111.13	\$ 3,708.48	\$ 18,819.61
Marquette County	\$ 15,111.13	\$ 3,701.66	\$ 18,812.80
Isabella County	\$ 15,111.13	\$ 3,628.18	\$ 18,739.32
St. Joseph County	\$ 15,111.13	\$ 3,574.98	\$ 18,686.11
Montcalm County	\$ 15,111.13	\$ 3,508.77	\$ 18,619.91
Tuscola County	\$ 15,111.13	\$ 3,336.96	\$ 18,448.09
Dearborn Heights city, Wayne County	\$ 15,111.13	\$ 3,336.85	\$ 18,447.98
Barry County	\$ 15,111.13	\$ 3,250.42	\$ 18,361.56
Shiawassee County	\$ 15,111.13	\$ 3,205.69	\$ 18,316.83
Battle Creek city, Calhoun County	\$ 15,111.13	\$ 3,056.22	\$ 18,167.35
Cass County	\$ 15,111.13	\$ 2,926.78	\$ 18,037.92
Ionia County	\$ 15,111.13	\$ 2,917.91	\$ 18,029.04
Newaygo County	\$ 15,111.13	\$ 2,741.80	\$ 17,852.93
Hillsdale County	\$ 15,111.13	\$ 2,664.65	\$ 17,775.79
Branch County	\$ 15,111.13	\$ 2,622.27	\$ 17,733.41
Kentwood city, Kent County	\$ 15,111.13	\$ 2,591.81	\$ 17,702.94
Sanilac County	\$ 15,111.13	\$ 2,551.26	\$ 17,662.39
Bloomfield township, Oakland County	\$ 15,111.13	\$ 2,463.98	\$ 17,575.11
Gratiot County	\$ 15,111.13	\$ 2,421.71	\$ 17,532.84
Mecosta County	\$ 15,111.13	\$ 2,322.52	\$ 17,433.65
Lincoln Park city, Wayne County	\$ 15,111.13	\$ 2,291.30	\$ 17,402.44
Chippewa County	\$ 15,111.13	\$ 2,207.40	\$ 17,318.53
Delta County	\$ 15,111.13	\$ 2,206.08	\$ 17,317.22
Huron County	\$ 15,111.13	\$ 2,066.29	\$ 17,177.42
Houghton County	\$ 15,111.13	\$ 2,062.68	\$ 17,173.81
Port Huron city, St. Clair County	\$ 15,111.13	\$ 1,852.03	\$ 16,963.17
Emmet County	\$ 15,111.13	\$ 1,800.43	\$ 16,911.57
Alpena County	\$ 15,111.13	\$ 1,793.39	\$ 16,904.52
Clare County	\$ 15,111.13	\$ 1,789.84	\$ 16,900.97
Wexford County	\$ 15,111.13	\$ 1,745.85	\$ 16,856.99
Delta charter township, Eaton County	\$ 15,111.13	\$ 1,699.92	\$ 16,811.05
Mason County	\$ 15,111.13	\$ 1,619.28	\$ 16,730.42
Plymouth township, Wayne County	\$ 15,111.13	\$ 1,592.02	\$ 16,703.16
Dickinson County	\$ 15,111.13	\$ 1,573.35	\$ 16,684.49
Iosco County	\$ 15,111.13	\$ 1,565.74	\$ 16,676.87
Oceana County	\$ 15,111.13	\$ 1,539.05	\$ 16,650.18
Cheboygan County	\$ 15,111.13	\$ 1,514.71	\$ 16,625.84
Charlevoix County	\$ 15,111.13	\$ 1,494.20	\$ 16,605.34

Gladwin County	\$ 15,111.13	\$ 1,490.37	\$ 16,601.50
Roscommon County	\$ 15,111.13	\$ 1,458.64	\$ 16,569.77
Menominee County	\$ 15,111.13	\$ 1,450.45	\$ 16,561.58
Manistee County	\$ 15,111.13	\$ 1,404.69	\$ 16,515.82
Harrison township, Macomb County	\$ 15,111.13	\$ 1,400.91	\$ 16,512.04
Otsego County	\$ 15,111.13	\$ 1,334.47	\$ 16,445.61
Osceola County	\$ 15,111.13	\$ 1,328.52	\$ 16,439.65
Antrim County	\$ 15,111.13	\$ 1,323.54	\$ 16,434.67
Romulus city, Wayne County	\$ 15,111.13	\$ 1,316.03	\$ 16,427.17
Ogemaw County	\$ 15,111.13	\$ 1,239.63	\$ 16,350.77
Leelanau County	\$ 15,111.13	\$ 1,209.51	\$ 16,320.64
Trenton city, Wayne County	\$ 15,111.13	\$ 1,121.60	\$ 16,232.73
Birmingham city, Oakland County	\$ 15,111.13	\$ 1,104.82	\$ 16,215.95
Wayne city, Wayne County	\$ 15,111.13	\$ 1,091.07	\$ 16,202.21
Gogebic County	\$ 15,111.13	\$ 994.80	\$ 16,105.93
Arenac County	\$ 15,111.13	\$ 989.02	\$ 16,100.15
Kalkaska County	\$ 15,111.13	\$ 949.04	\$ 16,060.17
Benzie County	\$ 15,111.13	\$ 916.22	\$ 16,027.36
Owosso city, Shiawassee County	\$ 15,111.13	\$ 899.90	\$ 16,011.03
Fraser city, Macomb County	\$ 15,111.13	\$ 876.08	\$ 15,987.21
Missaukee County	\$ 15,111.13	\$ 829.17	\$ 15,940.30
Presque Isle County	\$ 15,111.13	\$ 825.33	\$ 15,936.47
Crawford County	\$ 15,111.13	\$ 817.43	\$ 15,928.56
Iron County	\$ 15,111.13	\$ 752.43	\$ 15,863.56
Mackinac County	\$ 15,111.13	\$ 683.99	\$ 15,795.12
Alcona County	\$ 15,111.13	\$ 671.16	\$ 15,782.29
Lake County	\$ 15,111.13	\$ 649.05	\$ 15,760.19
Ionia city, Ionia County	\$ 15,111.13	\$ 605.30	\$ 15,716.43
Montmorency County	\$ 15,111.13	\$ 590.75	\$ 15,701.88
Alger County	\$ 15,111.13	\$ 564.81	\$ 15,675.94
Oscoda County	\$ 15,111.13	\$ 539.38	\$ 15,650.51
Schoolcraft County	\$ 15,111.13	\$ 509.88	\$ 15,621.02
Baraga County	\$ 15,111.13	\$ 500.89	\$ 15,612.03
Ontonagon County	\$ 15,111.13	\$ 447.75	\$ 15,558.88
Luce County	\$ 15,111.13	\$ 402.27	\$ 15,513.41
Keweenaw County	\$ 15,111.13	\$ 131.78	\$ 15,242.91
	\$1,707,558.00	\$ 569,186.00	\$2,276,744.00



## **APPENDIX D: Local Program Narrative**

**I. OBJECTIVE:** (Example: Ensure that the EOP and supporting procedures are updated to address all hazards with special emphasis on WMD/Terrorism preparedness.)

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**I. DESCRIPTION OF PLANNED ACTIVITIES:** Briefly describe the activities necessary to accomplish the objective (i.e., hire personnel/contractor to complete a COOP, provide planning training and update existing EOP, etc.).

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**III. DELIVERABLES:** Identify the work to be performed and fill in estimated completion date.

<b>Deliverable</b>	<b>Estimated Completion Date</b>

## APPENDIX E: Sample Local Program Budget Form

(The actual budget form is provided on the CD-Rom. File: EMD-17-local budget form)

<b>SAMPLE FORM</b>										
<b>EMD-17 (6-82)</b> <b>MICHIGAN STATE POLICE</b> <b>Emergency Management Division</b> <b>LOCAL BUDGET FOR FY 2003</b> <b>FOR 2002 SUPPLEMENTAL PLANNING GRANT</b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Jurisdiction</td></tr> <tr><td style="padding: 2px;">Every County</td></tr> <tr><td style="padding: 2px;">Population</td></tr> <tr><td style="padding: 2px;">45678</td></tr> <tr><td style="padding: 2px;">District</td></tr> <tr><td style="padding: 2px;">First</td></tr> </table>		Jurisdiction	Every County	Population	45678	District	First
Jurisdiction										
Every County										
Population										
45678										
District										
First										
<b>STAFFING AND OPERATIONAL EXPENSES</b> <div style="display: flex; justify-content: space-between;"> <span>(Enter Application Date)</span> <span>THROUGH DECEMBER 15, 2003</span> </div>										
<b>A. PERSONNEL COSTS</b>										
<b>COSTS (Round off to nearest dollar)</b>										
<b>1. 2002 SUPPLEMENTAL PLANNING GRANT MANAGER</b>										
<b>John Smith</b>			<b>Gross Annual Salary (GS)</b> \$ 45,000	<b>Portion of (GS) Dedicated to Program (81a)</b> \$ 5,000						
<b>Totals Hours</b>			<b>Gross Annual Fringe Benefits (GFB)</b> \$ 15,000	<b>Portion of (GFB) Dedicated to Program (81b)</b> \$ -						
<b>Worked per Week</b> 45 hours			<b>Planning Program Manager's Subtotal (Total of Items 81a + Item 81b)</b> \$ 5,000							
<b>No. of Hours per Week</b>										
<b>Dedicated to Planning Prog</b> 5 hours										
<b>Mary Jones</b>										
<b>Totals Hours</b>			<b>Gross Annual Salary (GS)</b> \$ 30,000	<b>Portion of (GS) Dedicated to Program (82a)</b> \$ 7,500						
<b>Worked per Week</b> 40 hours			<b>Gross Annual Fringe Benefits (GFB)</b> \$ 6,000	<b>Portion of (GFB) Dedicated to Program (82b)</b> \$ 1,500						
<b>No. of Hours per Week</b> 10 hours			<b>Other Planning Staff - (Total of Items 82a + Item 82b)</b> \$ 9,000							
<b>Dedicated to Planning Prog</b>										
<b>3. Other Planning Funded Staff (Name, Title)</b>										
<b>Totals Hours</b>			<b>Gross Annual Salary (GS)</b> \$ -	<b>Portion of (GS) Dedicated to Program (83a)</b> \$ -						
<b>Worked per Week</b> hours			<b>Gross Annual Fringe Benefits (GFB)</b> \$ -	<b>Portion of (GFB) Dedicated to Program (83b)</b> \$ -						
<b>No. of Hours per Week</b>			<b>Other Planning Staff - (Total of Items 83a + Item 83b)</b> \$ -							
<b>Dedicated to Planning Prog</b> hours										
<b>4. Other Planning Funded Staff (Name, Title)</b>										
<b>Totals Hours</b>			<b>Gross Annual Salary (GS)</b> \$ -	<b>Portion of (GS) Dedicated to Program (84a)</b> \$ -						
<b>Worked per Week</b> hours			<b>Gross Annual Fringe Benefits (GFB)</b> \$ -	<b>Portion of (GFB) Dedicated to Program (84b)</b> \$ -						
<b>No. of Hours per Week</b>			<b>Other Planning Staff - (Total of Items 84a + Item 84b)</b> \$ -							
<b>Dedicated to Planning Prog</b> hours										
<b>5. Other Planning Funded Staff (Name, Title)</b>										
<b>Totals Hours</b>			<b>Gross Annual Salary (GS)</b> \$ -	<b>Portion of (GS) Dedicated to Program (85a)</b> \$ -						
<b>Worked per Week</b> hours			<b>Gross Annual Fringe Benefits (GFB)</b> \$ -	<b>Portion of (GFB) Dedicated to Program (85b)</b> \$ -						
<b>No. of Hours per Week</b>			<b>Other Planning Staff - (Total of Items 85a + Item 85b)</b> \$ -							
<b>Dedicated to Planning Prog</b> hours										
			<b>Total of A. Personnel Costs</b> \$ 14,000							

This request is for participation in the 100% funded 2002 Supplemental Assistance Program for projected expenses for WMD planning. FEMA Assurances (FEMA forms 20-16, 20-16A & 20-16C), and State of Michigan Audit Certification Form (EMD-41) constitute a portion of this request and must be completed.

Submit an original and one copy of the following forms to the Emergency Management District Coordinator: EMD-17, FEMA forms 20-16, 20-16A, 20-16C, EMD-41. Submit SF-LLL if applicable. Retain one copy of each.

AUTHORITY: 15700A190, as amended
COMPLIANCE: Voluntary



**APPENDIX E: Sample Local Program Budget Form (continued)**  
 (The actual budget form is provided on the CD-Rom. File: EMD-17-local budget form)

**SAMPLE FORM**

EMD-17 (5-02)  
 MICHIGAN STATE POLICE  
 Emergency Management Division

**LOCAL BUDGET FOR FY 2003  
 FOR 2002 SUPPLEMENTAL PLANNING GRANT**

Jurisdiction	Every County
Population	45678
District	First

**STAFFING AND OPERATIONAL EXPENSES**

THROUGH DECEMBER 15, 2003

(Enter Application Date)

<b>B. TRAVEL COSTS</b>	<b>COSTS</b> (Round off to nearest dollar)		
1. Vehicle Mileage	\$ 500		
2. Meals & Lodging	\$ 1,000		
	\$ -		
3. Conferences	\$ -		
4. Miscellaneous	\$ 250	Travel (1-4) Subtotal	Total of B. Travel Costs
		\$ 750	\$ 750.00

<b>C. ALL OTHER</b>	Dollar Amts. Below		
1. Telephone	\$ 50		
2. Office Supplies	\$ 100		
3. Office Equipment Rental/Lease	\$ 50	Other (1 - 3) Subtotal	
		\$ 200	
4. Miscellaneous (identify below)			
a. Mailing Costs	\$ 50		
b.	\$ -		
c.	\$ -	Miscellaneous (a-c) Subtotal	
		\$ 50	
	\$ -	All Other (1-4) Subtotal	Total of C. All Other Costs
		\$ 250	\$ 250.00

<b>D. CONTRACTS (identify below)</b>	Dollar Amts. Below		
a. Planning, Incorporated	\$ 5,000		
b.	\$ -		
c.	\$ -	Contracts (a-c) Subtotal	Total of D. Contracts
		\$ 5,000	\$ 5,000

<b>D. TOTAL PLANNING EXPENSES ( A + B + C + D )</b>	\$ 20,000
-----------------------------------------------------	-----------

<b>E. FEDERAL SHARE REQUESTED ( 100% of E )</b>	\$ 20,000
-------------------------------------------------	-----------

Certification: I hereby certify that the salary, fringe benefits and all other categories reported on this form represent an accurate budget for the 2002 Supplemental Assistance Grant Program.

Signature of Local WMD Planning Manager	Title	Date
Signature of Local Financial Officer	Title	Date
Review completed by District Coordinator	Title	Date

AUTHORITY: 1976 PA 750, as amended  
 COMPLIANCE: Voluntary

## **APPENDIX F: Grant Agreement**

### **State of Michigan FY 2002 SUPPLEMENTAL FUNDS GRANT AGREEMENT December 15, 2002 through December 15, 2003**

**CFDA Number – 83.562**

This FY 2002 Supplemental Funds Grant Agreement is hereby entered into between the Michigan Department of State Police, Emergency Management Division, hereinafter called the Subgrantor, and

**[SUBGRANTEE'S NAME]**

hereinafter called the Subgrantee.

#### **I. Purpose**

The purpose of this Grant Agreement is to provide federal pass-through funds to the Subgrantee in preparedness for, and consequence management of, possible terrorist attacks and for other purposes. Grant funds are allocated in accordance with the Michigan Three-Year Domestic Preparedness Strategy.

#### **II. Objectives**

The principal objectives of this Grant Agreement are to provide financial assistance to local governments in updating their Emergency Operations Plan for all hazards with special emphasis on WMD terrorism preparedness.

#### **III. Statutory Authority**

Funding for FY 2002 Supplemental Funds grant is supported by Public Law 107-206. The Subgrantee agrees to comply with all program requirements in accordance with the FY 2002 Supplemental Appropriations Act, Office of Management and Budget Circulars A-87, A-102, and A-133, and applicable state and federal laws and regulations.

#### **IV. FY 2002 Supplemental Funds Award Amount**

The award for the Subgrantee is \$[\_\_\_\_\_]. There is no cost-share or match requirement associated with this funding.

#### **V. Responsibilities of the Subgrantee**

The Subgrantee agrees to comply with all applicable federal and state regulations, including the following:

- A. In addition to this FY 2002 Supplemental Funds Grant Agreement, Subgrantee shall complete, sign, and submit to Subgrantor the following documents, which are incorporated by reference into this Grant Agreement:

- (1) Summary sheet for Assurances and Certifications, FEMA Form 20-16.
  - (2) Audit Certification Form.
  - (3) Request for Taxpayer Identification Number and Certification, Form W-9.
  - (4) Other documents that may be required by federal or state officials.
- B. Grant funds shall be used to supplement and shall not supplant State or local funds dedicated to these efforts. Subgrantees may be requested to support maintenance of efforts through documentation supporting three previous years budgets dedicated to these efforts.
  - C. Submit for review, a final copy of the Plan that was developed and/or updated using these funds.
  - D. Comply with applicable financial and administrative requirements set forth in 44 CFR including the following provisions:
    - (1) Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
    - (2) In compliance with 44 CFR 13.42, Subgrantees shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the FY 2002 Supplemental Funds for at least three years after the final grant report, for purposes of federal or state examination and audit.
    - (3) Perform the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular, A-133, "Audits of States, Local Governments, and Non-Profit Organizations". If an audit is required, submit a copy of the annual audit report within thirty days after publication of the audit to Financial Services Section, Michigan Department of State Police, 714 South Harrison Road, East Lansing, Michigan 48823.

#### **VI. Responsibilities of the Subgrantor**

The Subgrantor, in accordance with the purposes and objectives of this Grant Agreement, will:

- A. Administer the FY 2002 Supplemental Funds in accordance with all applicable federal and state regulations and guidelines.
- B. Provide direction and technical assistance to the Subgrantee.
- C. Provide any special report forms and reporting formats required by the Subgrantor for operation of the program.
- D. Reimburse the Subgrantee in accordance with this Grant Agreement based on appropriate documentation submitted by the Subgrantee.

#### **VII. Payment and Reporting Procedures**

- A. The Subgrantee agrees to prepare the Request for Reimbursement Forms and submit them to the Subgrantor with supporting documentation. This documentation requirement can be met by submitting items such as an invoice, sales receipt, and payroll registers, etc.
- B. The Subgrantee agrees to return to the Subgrantor any unobligated balance of funds held by the Subgrantee at the end of the Grant Agreement period or handle them in accordance with the instructions provided by the Subgrantor.

## **VIII. Employment Matters**

Subgrantee shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Michigan Handicappers' Civil Rights Act, 1976 PA 200, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Grant Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. Subgrantee agrees to include in every subcontract entered into for the performance of this Grant Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the Grant Agreement.

Subgrantee shall ensure that no subcontractor, manufacturer or supplier of Subgrantee on this Project appears in the register compiled by the Michigan Department of Labor pursuant to 1980 PA 278, as amended, MCL 423.321 *et seq.* (Employers Engaging in Unfair Labor Practices Act).

## **IX. Limitation of Liability**

Subgrantor and Subgrantee to this Grant Agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other in such litigation.

This is not to be construed as a waiver of governmental immunity.

## **X. Third Parties**

This Grant Agreement is not intended to make any person or entity not a party to this Grant Agreement a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

## **XI. Grant Agreement Period**

This Grant Agreement is in full force and effect **from December 15, 2002 to December 15, 2003**. This Grant Agreement consists of two identical sets simultaneously executed, each is considered an original having identical legal effect. No costs eligible under this Grant Agreement shall be incurred before the starting date of this Grant Agreement without prior written approval. This Grant Agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the Grant Agreement. Upon any such termination, the Subgrantee agrees to return to the Subgrantor any funds not authorized for use and Subgrantee shall have no further obligation to make payments.

## **XII. Entire Grant Agreement**

This Grant Agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between Subgrantor and Subgrantee. This Grant Agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the termination date set forth in Paragraph XI above. No party to this Grant Agreement may assign this Grant Agreement or any of his rights, interest, or obligations without the prior consent of the other party. Subgrantee agrees to inform Subgrantor in writing immediately of any proposed changes of dates, budget, or services indicated in this Grant Agreement, and any changes of address or personnel affecting

this Grant Agreement. Changes in dates, budget or services are subject to prior written approval of Subgrantor. If any provision of this Grant Agreement shall be deemed void or unenforceable, the remainder of the Grant Agreement shall remain valid.

**XIII. Official Certification**

The individual or officer signing this Grant Agreement certifies by his or her signature that he or she is authorized to sign this Grant Agreement on behalf of the responsible governing board, official, or agency. Subgrantee further certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this grant by any federal department or agency. If Subgrantee is unable to certify to any portion of this statement, Subgrantee shall attach to this Grant Agreement an explanation of the reason.

For the Subgrantee:

_____	_____
Printed Name	Title
_____	_____
Signature	Date

For the Subgrantor:

<b>John Ort, Captain</b>	<b>Deputy State Director of Emergency Management</b>
_____	_____
Printed Name	Title
_____	_____
Signature	Date

**APPENDIX G: Notification of Waiver**

**2002 Supplemental Grant for  
Terrorism Preparedness**

**Notification of Waiver**

Date: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_  
(Name of Emergency Management Program, Tribal Government)

We hereby waive our opportunity to apply for the FY2002 FEMA Supplemental Grant for Terrorism Preparedness monies allocated to our jurisdiction.

Thank you,

\_\_\_\_\_  
**Signature of Jurisdiction's Authorized Representative**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Title**

Please return this form to the address shown below by **April 15, 2003** if you do not wish to apply for the Supplemental Terrorism Grant monies allocated to your jurisdiction.

**Michigan State Police  
Emergency Management Division  
Attn: Mark Wesley  
4000 Collins Road  
Lansing, Michigan 48909  
Fax (517) 333-4987**



## Appendix H: Regional Planning Office Map

Just as the state is divided into seven State Police Districts, it is divided into 14 regions for analysis and planning purposes. Below is the contact information for the official planning offices for each of these regions. These organizations can be of great assistance in providing data, local contact information, and technical assistance with planning. For communities with the desire and ability to contract out for planning services, many of these organizations can also develop part or all of your community's plan.





